MISSION:
To make Tempe the best place to live, work and play.
VALUES:
People... Integrity... Respect... Openness... Creativity... Quality...

HUMAN RESOURCES ANALYST/
SENIOR HUMAN RESOURCES ANALYST

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of professional, technical and analytical work involved in the implementation of the City's Human Resources Department programs, including recruitment, testing and selection, classification and compensation, program and policy development, employee relations and special projects.

Distinguishing Characteristics:

Human Resources Analyst - This is the journey-level professional class in the Human Resources Analyst series. This class is distinguished from the Senior Human Resources Analyst by the performance of less complex duties. Assigned responsibilities within the series include the following areas of responsibility: recruitment; testing and selection; mediation services; employee relations; training and organizational development; classification and compensation; and special projects. Appointment to the higher level within the classification requires that the employee perform the full range of duties for a minimum of two years as a City of Tempe Human Resources Analyst with only occasional instruction or assistance as new or unusual situations arise and the employee is fully aware of the operating procedures and policies of the work unit.

Senior Human Resources Analyst - This is the advanced-level professional class within the Human Resources Analyst series. Employees within this class are distinguished from the Human Resources Analyst by the performance of the full range of duties, as well as overseeing the more complex assignments given to the Human Resources Analyst and Technician staff. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, are fully aware of the operating procedures and policies of the work unit, and are performing the full range of duties assigned to the class. Positions in this class are flexibly staffed and are filled by advancement from the lower class of Human Resources Analyst.

Supervision Received and Exercised:

Human Resources Analyst

Receives general supervision from supervisory and/or management staff. Exercises functional and technical supervision over Human Resources Technicians and clerical staff.

Senior Human Resources Analyst

Receives direction from supervisory and/or management staff. Exercises functional and technical supervision over Human Resources Technicians and clerical staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Maintain the classification system by implementing processes to ensure compliance with applicable laws and regulations; conduct job classification audits, prepare or revise job specifications, and conduct compensation surveys to determine annual market and range adjustments.

- Provide direction to department managers, supervisors, and employees relating to recruitment and selection, and classification and compensation issues.

- Advise departments on personnel issues based on the rules and regulations related to the Americans with Disabilities Act, Fair Labor Standards Act, Family Medical Leave Act, Age Discrimination in Employment Act, and other employment-related laws and statutes.

- Plan, develop, and implement key strategic systems and programs related to recruitment, testing, selection, classification, compensation, and mediation.

- Conduct analysis and research on a broad range of personnel assignments; compose and analyze salary and benefit surveys; prepare benchmark analyses to determine annual market position.

- Interpret personnel policies and procedures; respond to requests for information and assistance from employees, management, outside agencies, and the public.

CITY OF TEMPE
Human Resources Analyst/
Senior Human Resources Analyst (continued)

- Investigate, analyze, and respond to formal grievances, charges, and appeals from EEOC, and the Arizona Civil Rights Division of the Department of Law; complete various government reports; assist the City Attorney's office in responding to employment-related interrogatories and other legal information.

- Evaluate external and internal employment processes; provide technical assistance to ensure compliance with related federal, state, and local regulations.

- Plan and implement recruitment and selection programs; oversee the establishment, preparation and maintenance of eligibility lists; participate in interviews and advise panel members on the selection criteria; and respond to appeals over qualifications and hiring decisions.

- Develop and administer tests and selection tools used in the selection process; conduct and present research to validate the use of tests and assessments in the selection process; evaluate results and review appeals.

- Support union negotiations by researching and compiling data, and participating on the negotiating team as needed.

- Act as primary point of contact and investigate and resolve complex personnel issues, such as employee grievances, sexual harassment and discrimination issues, and other work-related employee complaints and concerns.

- May serve as official mediator to settle a variety of work-related differences and to facilitate a resolution that is acceptable to all involved parties.

- Develop curriculum and teach training classes for City employees on various issues, such as personnel rules and regulations, employee motivation, performance issues, equal employment opportunity, sexual harassment, diversity and cultural sensitivity, and employment compliance issues.

- Prepare policies and procedures, and compose written summary reports, which may include staff summary reports for City Council approval.

- Assign, oversee, and participate in the evaluation of human resource technicians and clerical staff.

- Perform related duties as assigned.

Effective November 1988
Reviewed October 1995
Revised April 2001
Revised October 2003 (Reclassification)

Experience and Training Guidelines:

Experience:

Human Resources Analyst

Two years of professional level human resources experience.

Senior Human Resources Analyst

Four years of professional level human resources experience, of which two years must be current experience as a City of Tempe Human Resources Analyst.

Training:

For both the Human Resources Analyst and the Senior Human Resources Analyst:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in human resources management, personnel management, public or business administration, or a related field.

Licenses/Certifications:

Successful completion of Alternative Dispute Resolution (ADR) certification training for mediator skills from a recognized dispute resolution service (such as the American Arbitration Association) is desirable.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 2641/2642

Salary Range: 35/40

Compensation Plan: P40/Regular

FLSA: Exempt

Effective November 1988
Reviewed October 1995
Revised April 2001
Revised October 2003 (Reclassification)